E-rate Form 471 for Category One: Funding Year 2019

Wednesday, January 23
10:00 to 11:30 ET
(9:00 to 10:30 CT)

Lauren Abner
Kentucky Department for Libraries & Archives
lauren.abner@ky.gov

Presentation Contents

Disciaimers

- **This presentation represents my unofficial interpretation of the FCC's E-rate rules and regulations. Official guidance can come only from the FCC and USAC.**

- **USAC may update the application portal or the procedures after today's presentation. What I present is correct to the best of my knowledge, but what you see in EPC may be different.**

Important Dates & Eligible Services
Slides 4-10

4

The Form 471 in Context

- **On the Form 470, applicants make *service requests* – vendors submit competitive bids for at least 28 calendar days so that your library can choose the most cost-effective solutions for its needs**

- **On the Form 471, applicants make *funding requests* for discounts on E-rate eligible services that were selected through a Form 470 competitive bidding process (unless exempted by FCC rules).**

- **ALL APPLICANTS must file a Form 471 every year to receive discounts.**

- **Must file separate Forms 471 for Category One & Category Two**

- **Deadline: Wednesday, March 27th at 11:59 p.m. ET**

The E-rate Process

E-rate Funding Years – Dates to Remember

KDLA E-rate support: Lauren Abner lauren.abner @ky.gov or 502-564-1728	Application Process			Recurring Services		Non-Recurring Services	
	Form 470 – Competitive Bidding	Form 471 – Application to Request Discounts	Form 486 – Service Start Date + CIPA Certification	Service Dates for Category One or Two	Invoicing Deadline (BEAR/472)	Service Dates for Category Two Purchase/ Installation	Invoicing Deadline (BEAR/472)
Funding Year 2019 (FY 2019-20)	Feb 27, 2019 Deadline to open bidding process with Form 470	January 16 to March 27, 2019 Form 471 filing window	120 days from: FCDL *or* Service Start Date (whichever is later)	July 1, 2019 to June 30, 2020	October 28, 2020	April 1, 2019 To Sept. 30, 2020	January 28, 2021
Notes	**Most libraries** open competitive bidding each year and must wait at least 28 calendar days to select vendor(s).	**All libraries** must file the Form 471 **every year** to receive a funding commitment.	**All libraries** must file the Form 486 to release funding for invoicing; FCDL = Funding Commitment Decision Letter	Both Category One and Two services may be recurring (ex: monthly internet)	May request one 120-day extension by the deadline	Non-recurring = one-time purchases such as network equipment	May request one 120-day extension by the deadline

https://kdla.ky.gov/librarians/programs/e-rate/Documents/E-rate%20Process%20-%20Dates%20to%20Remember.pdf

What Qualifies for E-rate?

- **The full E-rate Eligible Services List (ESL) can be downloaded from the USAC website: http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx**

- **Eligible services are separated into two broad categories:**
  - Category One: Connectivity to the Building
  - Category Two: Connectivity to the Device

Category One

- **Data Transmission Services & Internet Access**
  - Monthly Internet service for branch buildings, including installation – lines/circuits can be fiber or non-fiber (coax cable, DSL, etc.)
    - Fees for static IP addresses are eligible as part of your library's internet access
    - Fees for "basic termination equipment, such as a cable modem, CSU/DSU, network interface device, or copper-to-fiber converter" may be eligible as part of your library's internet access. See USAC's On-Premise Category One Equipment page.
  - Leased data lines (T1, lit fiber, dark fiber, etc.)
  - Cellular data (hotspot service) for bookmobile only
  - Self-provisioned broadband networks (owned/operated by applicant)
  - Network Equipment required to make data transmission and/or internet access functional (ex: modulating electronics)

**Recurring service dates for Funding Year 2019:
July 1, 2019 to June 30, 2020**

No budget limit on Category One requests

Miscellaneous

- May fall under Category One or Two:
  - Some taxes, surcharges, and other similar, reasonable charges
    - Federal Access Recovery Charge on internet invoices – permissible charge for use of a local carriers network; not all ISPs charge this
    - USF fees on internet invoices - "customer charges for universal service fees, but do not include additional charges for universal service administration" – FY 2019 Eligible Services List
  - Rental or lease fees for eligible components
  - Shipping
  - Training – only for new equipment purchased with Cat2 funds
  - Installation and configuration
    - May be performed by a 3rd party rather than the vendor who sold the equipment

CIPA compliance

- **Children's Internet Protection Act (CIPA) compliance:**
  - **Necessary if requesting E-rate discounts for Internet Access or any Category Two products & services**
    - *Exception: CIPA compliance not required when requesting Telecommunications services only (ex: transport only for WAN circuit between library branches)*
  - **3 elements of compliance:**
    - **Technology Protection Measure (filter)**
    - **Internet Safety Policy**
    - **Public Meeting prior to adopting Internet Safety Policy**
  - **View archived training from KDLA – check E-rate section: https://kdla.ky.gov/librarians/staffdevelopment/kdlaarchivedwebinars/Pages/default.aspx**

Bid Evaluations
Slides 11-16

Complete before signing contracts & filing the Form 471

11

Allowable Contract Date

- **Applicants must reach the Allowable Contract Date (ACD) before evaluating bids & signing contracts**
  - **Generally the Allowable Contract Date is 28 calendar days after you filed the Form 470, but may be later if you indicated a different date in an RFP**
  - ***If you agree to a proposal and/or sign a contract prior to the Allowable Contract Date, that is a competitive bidding violation.***
  - **You <u>may</u> continue collecting bids after 28 calendar days unless you stated a firm due date**

Handling Bids

- **Bids in response to the Form 470 (& an accompanying RFP) may include:**
  - **New proposals from the current vendor or potential new vendors**
  - **Current monthly bill (unless requesting sealed bids)**
  - **Relevant State Master Contracts**
- **You should respond to requests for additional information needed to create a responsive bid.**
  - **Be careful not to provide information that would change the scope of the requests**
  - **Spam – generic emails asking you to call or email to request a quote– is not considered a responsive bid and you don't have to respond.**

Selecting the Winning Vendor(s)

- **Must evaluate all responsive bids using cost as the primary factor (most points assigned to E-rate eligible costs)**

- **You can also consider other factors at a lower point value. Examples:**
  - **Vendor met Form 470/RFP specifications for the requested service**
  - **E-rate ineligible costs**
  - **Vendor is local/in-state**
  - **Previous experience with the vendor**
  - **Flexible invoicing (vendor can apply SPI/474 discounts to invoices upfront)**

- **If you received only 1 bid, then you should email yourself to memorialize this fact**

- **You may disqualify certain bids <u>if</u> you stated those disqualification factors in the Form 470/RFP – must be binary (have yes or no answers)**
  - *Example: Vendor must have a Service Provider Identification Number (SPIN/Form 498 ID) or the bid will be disqualified.*

Check Your Scope!

- **To receive E-rate discounts, the winning bid must fall within the scope of the Establishing FCC Form 470:**
    - **Correct Function was listed on the Form 470 service request**
        - **Fiber internet – Function: Leased Lit Fiber (with or without Internet Access)**
        - **Non-fiber internet (cable modem, DSL over phone lines) – Function: Internet Access & Transport Bundled**
    - **Download speed falls within the Minimum & Maximum Capacities on the relevant Form 470 service request and narrative**
- **Example: My library can accept bids for an upgrade to 100 Mbps fiber internet, but not any faster, based on these service requests**

Category 1: Data Transmission and/or Internet Access

Type	Function	Function Other Description	Number Entities	Quantity	Unit	Min Capacity	Max Capacity	Installation and Initial Configuration?	Associated RFP
Data Transmission and/or Internet Access	Leased Lit Fiber (with or without Internet Access)		1	1	Circuits	25 Mbps	100 Mbps	Yes	
Data Transmission and/or Internet Access	Internet Access and Transport Bundled (Non-Fiber)		1	1	Circuits	25 Mbps	100 Mbps	Yes	

USAC Sample Bid Evaluation

Sample Bid Evaluation Matrix

Hover over each paragraph on the right to see the area of the bid evaluation matrix with which it corresponds.

FACTOR	POINTS AVAILABLE	VENDOR 1	VENDOR 2	VENDOR 3
Price of the eligible products and services	30*	15	30	25
Prior experience with the vendor	20	20	0	20
Prices for ineligible services, products, and fees	25	20	15	25
Flexible invoicing: FCC Form 472 or FCC Form 474	15	0	15	15
Local or in-state vendor	10	10	8	7
TOTAL	100	65	68	92

*This number must be higher than all other numbers in the same column.

List of Disqualified Bidders:

Vendor 1
Reason for disqualification: All interested bidders received two weeks' notice of a required pre-bid conference. Vendor 1 did not attend this conference and did not provide a reason for their absence.

Important things to note about this sample:

The price of the eligible products and services must be the most heavily weighted factor. This means that it must have the highest number of "Points Available."

Vendors are rated on how well they meet each factor. Point values for all factors are totaled for each vendor.

In this sample, Vendor 3, with a total of 92 points, is the winning bid because that vendor has the highest total points.

If a bidder is disqualified, the reason for disqualification should be noted for that vendor (see the "List of Disqualified Bidders" below the matrix).

For more information on constructing a bid evaluation, visit the USAC website at: http://usac.org/sl/applicants/step02/default.aspx

http://www.usac.org/_res/documents/sl/pdf/samples/Bid-Evaluation-Matrix.pdf

Gathering the Numbers
Slides 17-20

17

A Note on SPINs

- **Do NOT assume that the Service Provider Identification Number (SPIN/Form 498 ID) is the same this year if you used that provider last year.**
  - **If a cost proposal didn't include a SPIN, contact that company to be certain – don't rely on the SPIN search tool.**
  - **If you make a mistake on the Form 471, you can file for a corrective SPIN change, but this is a time-consuming hassle.**

Charges for Service

- **For Category One, make sure you know the potential charges for the winning internet or transport service:**
  - **Recurring fees:**
    - **Monthly service charges**
    - **Static IP address fees (if relevant)**
    - **Certain equipment fees – see note on slide 8**
    - **USF fee for customers (not a USF administrative fee)**
    - **Federal Access Recovery Charges (if relevant)**
  - **Non-recurring fees:**
    - **One-time installation charge for new/upgraded service**

Service Details

- **You may need to ask your Service Provider for help with some of the line item details on the Form 471**
  - **Function – Fiber, Copper, Wireless**
  - **Connection type – Ethernet, Cable Modem, DSL, MPLS, etc.**
  - **Bandwidth speeds for internet or transport service**
- **See Slide 64 for tables showing the Form 471 options for Functions and Connection Types**

Contract Records
Slides 21-38

Before filing the Form 471: Sign contracts, create Contract Records on EPC profile

21

Contract Record Notes (1/2)

- **Before starting the Form 471, you must create records on the library system profile for any services that are purchased under contract rather than month-to-month**
  - **Create nickname for easy searching in EPC –** remember that you may have multiple contracts with the same vendor stored in the E-rate Productivity Center profile
  - *Optional:* **Contract number assigned by vendor** – note that EPC automatically assigns a Contract ID to serve as a unique identifier in EPC
  - *Optional:* **upload copy of contract** – contract itself must be 1 file; additional documents can be uploaded if relevant
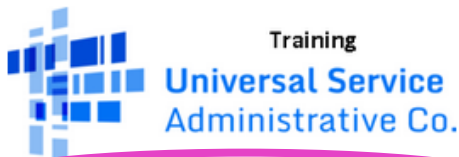 - **Establishing FCC Form 470 #**

Continues on next slide →

Contract Record Notes (2/2)

- **Continued from previous slide:**
  - **How many bids were received?**
  - *Optional:* **Account #** - you may not know the account number if switching to a new vendor; some vendors also assign new account numbers when service is upgraded
  - **Service Provider Identification Number (SPIN/Form 498 ID)**
  - **Contract Award Date –** *must be on/after the Allowable Contract Date for the Establishing FCC Form 470*
    - **Careful if you've selected an existing contract during the bid evaluation process** – **your Contract Award Date will be the date you memorialized the contract after the evaluations, not the original award date.**

Library System Profile in EPC

My Landing Page

Training
Universal Service Administrative Co.

Funding Request Report | FCC Form 470 | FCC Form 471 | FCC Form 486 | Appeal | FCC Form 500 | SPIN Change | Service Substitution | Hurricane Impact Designation | Manage Users | Manage Organizations | USAC Website | Contact Us | Help

Welcome, Pioneer County Public Library System!

Notifications

Notification Type	Please select a value	▼
Funding Year	-- Select a Funding Year --	

Status ❓ ⦿ All
○ Generated

Notification	Description	Issu

> From My Landing Page, click on the name of your library system. It appears below the USAC logo and as the first link in the My Entities section.

My Entities

Entity	Entity Number	City	State	Zip Code
Pioneer County Public Library System	208	Boonesburg	KY	41700
Loganville Branch Library	209	Loganville	KY	41800
Pioneer County Public Library Main Branch	210	Boonesburg	KY	41700

Contracts Section of Profile

Records / Applicant Entities

#208 - Pioneer County Public Library System

CREATE A NEW USER | ADD OR REMOVE EXISTING USERS | MANAGE USER PERMISSIONS | ... ▾

Summary | Customer Service | Modifications | Additional Information | Discount Rate | **Contracts** | FCC Forms | FRN Appeals | News | Related Actions

Organization Details

Name Pioneer County Public Library System

Entity Number 208

FCC Registration Number 0123456789

Applicant Type Library System

Status Active

Contact Information

Physical Address 100 Main Street
Boonesburg, KY 41700

Mailing Address 100 Main Street
Boonesburg, KY 41700

Account Administrator

Name Lauren Abner

From My Landing Page, the library system profile will open on the Summary page. Look in the horizontal menu row and click on Contracts to open that section of the profile.

Manage Contracts (1/2)

Records / Applicant Entities

#208 - Pioneer County Public Library System

MANAGE CONTRACTS

Summary   Customer Service   Modifications   Additional Information   Discount Rate   **Contracts**   FCC Forms   FRN Appeals   News   Related Actions

Submitted Contracts

Contract ID ↓	Contract Number	Contract Nickname	Award Date	
4929	n/a	Basic Maintenance Contract 2018 2020	1/31/2018	View
4928	n/a	2018 Category		View
4837	52816	Pioneer County		View
4833	52816	Pioneer County		View
4434	123456789	new cat2		View
			of 16 ❯	

The Contracts section will show any Submitted Contracts created in the library system profile since FY 2016. Click on the Manage Contracts button to create a new contract.

Caution! EPC will not allow you to edit or delete contract records. Enter data carefully. If you made mistakes in a submitted contract, you must create a new contract record in EPC to link to your funding requests.

Manage Contracts (2/2)

Records / Applicant Entities

#208 - Pioneer County Public Library System

Summary | Customer Service | Modifications | Additional Information | Discount Rate | Contracts | FCC Forms | FRN Appeals | News | **Related Actions**

Manage Contracts

Contracts - Pioneer County Public Library System (BEN: 208)

Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization.

Contract Type | My Contract Drafts ▼

Submitted Contracts
My Contract Drafts

My Contract Drafts
You have no contra... a New Contract button to create a new contract.

ADD A NEW CONTRACT | EDIT | DELETE

Change the Contract Type dropdown to view your draft contracts or submitted contracts. Only draft contracts may be edited or deleted.

Click on Add a New Contract to start a new contract record.

27

Create Contract (1/11)

Create Contract

Pioneer County Public Library System (BEN: 208) - Pioneer County Telecom Internet for Main Branch 2019-2022 - Contract ID #

Contract Information	Establishing FCC Form 470	Service Provider	Contract Dates	Pricing Confidentiality	Confirmation

Here you will enter preliminary information about this contract, as well as your

Contract Information

Enter a nickname to easily identify this contract ❓ *

Pioneer County Telecom Internet for Main Branch 2019-2022

Enter a nickname for your contract – be specific because your library may have multiple contracts with the same vendor from FY 2016 and forward. Then click on Save & Continue.

Contract Number ❓

ABC123#

Optional: **Contract Number assigned by your vendor. Sometimes the contract number is the same as the quote or proposal number.**

CANCEL   CLOSE   SAVE & CONTINUE

Create Contract (2/11)

Contract Information   Establishing FCC Form 470   Service Provider   Contract Dates   Pricing Confidentiality   Confirmation

Here you will have the option to upload contract documents, including a description of each document.

Contract Information

Contract ID #5313 ❓

Would you like to upload a copy of your contract? ❓

YES ✓   NO

Contract Document Upload
Please upload and describe each document related to your contract.

📄 **Pioneer County Telecom Internet 2019**
PDF – 257.08 KB

UPLOAD   📄 *Drop file here*

BACK

Optional: **enter description to help you remember important details of this contract**

Describe this contract document.

Main Branch internet contract July 2019 through June 2022 with 2 additional 1-year voluntary extensions (June 2024)

Describe this contract document.

Uploading a copy of the contract is optional but can save time during application review. The uploaded copy should show the signatures required to execute the contract (if needed). I do NOT recommend uploading if you memorialized an existing contract to give it a new Contract Award Date for E-rate purposes.

29

Create Contract (3/11)

Contract Information Establishing FCC Form 470 Service Provider Contract Dates Pricing Confidentiality Confirmation

Here you will answer additional questions about this contract.

Contract Information

Is this contract based on a State Master Contract? ❓

YES | **NO ✓**

Is this contract based on a multiple award schedule? ❓

YES | **NO ✓**

Most libraries will answer No to both questions about state master contracts and multiple award schedule contracts. Exception: purchasing internet/transport service from the KIH3 state master contract.

BACK | CANCEL

SAVE & CLOSE | SAVE & CONTINUE

Create Contract (4/11)

Most libraries will answer No to both questions about piggybacking. Piggybacking means that one applicant has set up a contract that other applicants can purchase from.

Contract Information   Establishing FCC Form 470   Service Provider

Here you will answer additional questions about this contract.

Contract Information

Can other applicants piggy back off this contract? ❓

YES | **NO ✓**

Was this contract originally created by another applicant, and you then piggy backed off their contract? ❓

YES | **NO ✓**

BACK | CANCEL   SAVE & CLOSE | SAVE & CONTINUE

Create Contract (5/11)

Pioneer County Public Library System (BE
Branch 2019-2022 - Contract ID #5313

Last Saved: 1/21/2019 8:53 PM EST

Contract Information   **Establishing FCC Form**   Service
                         470

Here you can use the search tool below to associate an FCC Form 470 with this contract.

Establishing FCC Form 470

Was an FCC Form 470 posted for the product and/or services you are requesting?

How many bids were received? ❓ *

`2`

Enter the number of bids that you received for this product or service.

YES ✓   NO

Was your FCC Form 470 posted prior to Funding Year 2016?

YES   **NO ✓**

Use the search tool below to find the establishing FCC Form 470.

Remember that the services in the contract had to be posted on the FCC
470.

Search FCC Forms 470

Search by FCC Form 470

> **Click Yes to indicate that a Form 470 was posted and enter how many bids were received for the services covered by the contract in response to the Form 470.**

> **For new contracts created in response to FY 2019 Forms 470, you should answer No to this question. If the contract was created in FY 2015 or earlier, answer Yes to manually enter the Form 470 #.**

> **See next slide for searching for and associating an FCC Form 470 with the contract.**

Create Contract (6/11)

Search FCC Forms 470

Search by FCC Form 470 Number

Search by BEN
208

The 470 search is set by default to find all contracts associated with your library's Billed Entity Number (BEN), but you can search by 470 # or nickname, as well.

CLEAR FILTERS   SEARCH

	FCC Form 470 Number	Nickname	Funding Year ↓	BEN	BEN Name	Allowable Contract Date	Service Type
☑	190000193	Funding Year 2019 Form 470 Example for Libraries with Monthly Fiber Internet	2019	208	Pioneer County Public Library System	12/18/2018	Data Transmission and/or Internet Access
☐	190000191	Funding Year 2019 Form 470 for Managed Internal Broadband Services (MIBS) or Basic Maintenance of Internal Connections (BMIC) Example	2019	208	Pioneer County Public Library System		
☐	190000190	Funding Year 2019 Form 470 for Basic Maintenance of Internal Connections RFP Example	2019	208	Pioneer County Public Library System		
☐	190000188	Funding Year 2019 RFP for Network Upgrades - Model Procurement Example	2019	208	Pioneer County Public Library System		
☐	190000161				rary	12/5/2018	Connections; Internal Connections; Managed Internal Broadband Services

Click on the column headings to sort the results; use the bottom arrows to see more results.

< 6 – 10 of 68 >

Check the box by the result for the correct Form 470 #, nickname, Funding Year, and Service Type(s). Note that you cannot select a result if the Allowable Contract has not been reached.

BACK   CANCEL

SAVE & CLOSE   SAVE & CONTINUE

Create Contract (7/11)

Contract Information — Establishing FCC Form 470 — **Service Provider**

Here you will associate the service provider listed on the contract.

Service Provider

Account Number (e.g., billed telephone number)

502-564-1728

If your service provider has given you one or more Account Numbers, please enter them

If you know the account numbers that will be used for services covered by this contract, list them here. Leave the field blank if you don't know the account numbers yet.

Please select the service provider for this contract using the

Search Service Providers

Search by SPIN

14010001

Search for the service provider. I recommend using Search by SPIN rather than the name search because some vendors have multiple SPINs with similar, related company names.

CLEAR FILTERS | SEARCH

☑	SPIN	Name	Doing Business As	State
☑	14010001	USAC Service Provider Organization 1		VA

Check the box beside the correct SPIN, then click on Save & Continue.

BACK | CANCEL

SAVE & CLOSE | SAVE & CONTINUE

Create Contract (8/11)

Create Contract

Pioneer County Public Library System (BEN: 208) - Pioneer County Telecom Internet for Main Branch 2019-2022 - Contract ID #5313

Last Saved: 1/21/2019 9:09 PM EST

| Contract Information | Establishing FCC Form 4~~ | Service Provider | Contract Dates | Pricing Confidentiality | Confirmation |

Check Yes if the contract covers more than one year of service.

Here you will answer additional questions about the dates on your contract.

Contract Dates

Is this a multi-year contract?

[YES ✓] [NO]

What is the date you awarded your contract? *

01/18/2019

January 2019 — in each FRN where you cite this contract.

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	**18**	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

TODAY   CLEAR

[BACK] [CANCEL]   [SAVE & CLOSE] [SAVE & CONTINUE]

Enter the Contract Award Date. Usually, this is the date when both parties (library and vendor) have signed to execute the contract. Save & Continue.

35

Create Contract (9/11)

Contract Information   Establishing FCC Form 470   Service Provider   **Contract Dates**   Pricing Confidentiality   Confirmation

Here you will answer additional questions about voluntary extensions on your contract

Contract Dates

Does this contract include voluntary extensions?

`YES ✓` `NO`

If you indicate that the contract has voluntary extensions, you'll see options to enter more details. Most libraries don't have contracts with voluntary extensions.
Automatic renewals ≠ voluntary extensions.

What is the contract expiration date if all extensions are exercised? *

06/20/2024

How many extensions are left on the contract? *

2

Enter the number of voluntary extensions that you could still exercise on this contract.

What is the total remaining length of the contract if you exercised all extensions (in months)? *

60

Enter the number of months that would remain in the contract if you exercised all voluntary extensions.

In this example, the library has a contract for 3 years (36 months) with two voluntary 1-year extensions, which means the total length of the contract with both extensions is 60 months.

Create Contract (10/11)

You will likely answer no to this question. Under E-rate modernization, pricing confidentiality is permitted only in limited circumstances.

Contract Information   Establishing FCC Form 470

Here you will answer additional questions about applic...

Pricing Confidentiality

Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract?

YES   NO ✓

BACK   CANCEL

SAVE & CLOSE   SAVE & CONTINUE

Create Contract (11/11)

Create Contract: Confirmation

Pioneer County Public Library System (BEN: 208) - Pioneer County Telecom Internet for Main Branch 2019-2022 - Contract ID #5313

Last Saved: 1/21/2019 9:18 PM EST

| Contract Information | Establishing FCC Form 470 | Service Provider | Contract Dates | Pricing Confidentiality | Confirmation |

Please review the information and submit the information below to complete this contract.

Contract Information

Nickname	Pioneer County Telecom Internet for Main Branch 2019-2022	Contract ID	5313
Can Other Applicants Piggy Back Off This Contract?	No	Contract Number	ABC123#
		Based on a State Master Con...	No
Piggy Backed Off Another Contract?	No	Based on a Mu... Award Sche...	

Establishing FCC Form 470

Establishing FCC Form 470	#190000193	Number o... Rec...	

Service Provider

Service Provider	USAC Service Provider Organization 1 (SPIN: 14010001)	Account Nu...	

Contract Dates

Include...		Multi-Year Con...

Click on the Back button if you need to make edits before completing the contract records.

Review the information you entered before clicking on the Complete button. Once you click on Complete, you cannot edit or delete the contract record. If you made a mistake, you'll have to create a new record.

Pricing...

There is no rule, statute, or other restriction which prohibits publication of the specific pricing inf...

Supporting Documents

Document	Description
Pioneer County Telecom Internet 2019	Main Branch internet contract July 2019 through June 2022 with 2 additional 1-year voluntary extensions (June 2024)

BACK CANCEL   SAVE & CLOSE COMPLETE

Discount Rate
Slides 39-41

Before you start the Form 471, make sure the profile shows the FY 2019 discount rate.

Review Discount Rate

Records / Applicant Entities

#208 - Pioneer County Public Library System

Summary   Customer Service   Modifications   Additional Information   **Discount Rate**   Contracts   FCC Forms   FRN Appeals   News   Related Actions

Requested Discount Rate - Pioneer County Public Library System (BEN: 208) - FY2019

More than 50 percent of your library outlets/branches must be rural for the library system to be considered rural.

This discount rate has not been approved for the current year

Associated School District Full-time Enrollment	Associated School District NSLP Count	Associated School District NSLP Percentage	Library System Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
801	664	83%	Rural	90%	85%

HIDE ADDITIONAL INFORMATION

From My Landing Page, click on the link for your library or library system. Change to the Discount Rate in the horizontal menu. If you see an error message, contact the KDLA Technology Consultant for assistance. Your discount rate may change from one Funding Year to the next depending on what your local school district enters for free/reduced lunch enrollment.

Discount Matrix

Discounts are similar for Category One and Category Two eligible services, but Category Two is capped at 85% for the top discount bracket.

INCOME Measured by % of students eligible for the National School Lunch Program (NSLP)	CATEGORY ONE (C1)		CATEGORY TWO (C2)	
	URBAN Discount	RURAL Discount	URBAN Discount	RURAL Discount
Less than 1%	20%	25%	20%	25%
1% to 19%	40%	50%	40%	50%
20% to 34%	50%	60%	50%	60%
35% to 49%	60%	70%	60%	70%
50% to 74%	80%	80%	80%	80%
75% to 100%	90%	90%	85%	85%

Form 471 Walkthrough
Slides 42-126

Guide to Walkthrough Slides

- These walkthrough slides demonstrate how to create various funding requests and purchase types, including:
    - **Basic Information and Entity Information (slides 45-52)**
    - **Internet Access under a new contract (slides 53-72)**
    - **Internet Access under a continuing contract (slides 73-85)**
    - **Bookmobile hotspot (cellular data) service paid month-to-month (slides 86-108)**
    - **Review and Certification (slides 109-115)**
    - **After You've Certified (slides 116-126)**

Contact KDLA for Help

KDLA's Technology Consultant can provide one-on-one assistance for form filing over the phone or through screen sharing: **lauren.abner@ky.gov** or **(502) 564-1728**

Basic Information and Entity Information Slides 45-52

45

Starting an FCC Form 471

E-rate Productivity Center URL: **https://portal.usac.org/suite/**

News   **Tasks (1)**   **Records**   **Reports**   **Actions**   Appia

My Landing Page

Training

Universal Service Administrative Co.

Welcome, Pioneer County Public Library System!

Funding Request Report | **FCC Form 470** | **FCC Form 471** | **FCC Form 486** | **Appeal** | **FCC Form 500** | **SPIN Change** | **Service Substitution** | **Hurricane Impact Designation** | **Manage Users** | **Manage Organizations** | **USAC Website** | **Contact Us** | **Help**

> **Start a new Form 471 by clicking on the FCC Form 471 link from My Landing Page.**

> **Reopen a Form 471 you've started – The E-rate Productivity Center will save your progress as you work on forms. Go to the Tasks list to reopen a form that has not yet been certified.**

	Generated By	**Generated On**	

No items available

My Entities

Application Nickname

FCC Form 471 - Funding Year 2019

Pioneer County Public Library System (BEN: 208) - FY 2019

Last Saved:

Basic Information — Entity Information

Where applicable, we've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, and clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

›FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806)

Billed Entity Information

Pioneer County Public Library System

100 Main Street

Boonesburg, KY 41700

111-222-3333

library.system10.user1@mailinator.com

Billed Entity Number: 208

FCC Registration Number: 0123456789

Applicant Type: Library System

Application Nickname

Please enter an application nickname here. ❓ *

FY 2019 Form 471 for Category One

FCC Form 471 Help

Show Help

DISCARD FORM

SAVE & CONTINUE

If your Billed Entity Information isn't correct, you'll have to make notes in the narrative on your funding requests because profiles were locked on 1/16/19.

Save & Continue to go to the next page

If you started a new form accidentally, click on Discard Form and confirm to delete it permanently.

Enter a nickname that will be easy to identify when searching in future years.

47

Contact Information

Basic Information   Entity Infor...

Next, you will identify the individuals assisting in seeking E-rate sup...

Consultant Information

There are currently no consulting firms associa...

Contact Information

Are you the main contact person?

YES ✓   NO

If you aren't the main contact, you can designate another EPC user from your library system. The individual user profile information will appear to the right.

Lauren Abner

library.system10.user1@mailinator.com

502-564-1728

Holiday / Summer Contact Information

Lauren Abner
lauren.abner@ky.gov
502-564-1728

Please provide any alternate contact information to use during holiday/ vacation period including the nam...

ALWAYS list holiday contact information, even if it's the same as the regular contact info. Otherwise, your reviewer may assume that the library is closed during the summer—*application review could be deferred until September!*

FCC Form 471 Help

Show Help

BACK   DISCARD FORM

48

Category of Service

FCC Form 471 - Funding Year 2019

Pioneer County Public Library System (BEN: 208) - FY 2019 Form 471 for Category One - Form # 191000036

Last Saved: 1/21/2019 7:39 PM EST

Basic Information	Entity Information	Funding Requests	Certify

Next, you will identify the category of service for the product and services you are requesting. If you need help determining the correct category of service, please review the Eligible Services List on the USAC website.

Category of Service

What is the category of service for the product and services that you are requesting?

You can only select one Category of Service per FCC Form 471. You can submit a second application for the other Category of Service.

CATEGORY 1 ✓

- Data Transmission and/or Internet Access

CATEGORY 2

- Basic Maintenance of Internal Connections
- Internal Connections
- Managed Internal Broadband Services

FCC Form 471 Help

Show Help

BACK | DISCARD FORM | SAVE & CONTINUE

Click on the Category 1 button so it turns blue. You can select only one Category of Service on each Form 471. Once you hit the Save & Continue button, you cannot change your selection.

49

Entity Information

FCC Form 471 - Funding Year 2019

Pioneer County Public Library System (BEN: 208) - FY 2019 Form 471 for Category One - Form # 191000036

Last Saved: 1/21/2019 7:41 PM EST

We've
change   ot have
access   ntity's
profile

This information about your library system is pulled from the E-rate Productivity Center Profile. The FSCS (Federal-State Cooperative System) Code is optional. Save & Continue.

Entity Information

FSCS Code	Urban/Rural Status	School District in which the main branch is located	School District Number in which the main branch is located	Library System Attribute
	Rural	School District 1	145	Public Library System

FCC Form 471 Help

Show Help

| BACK | DISCARD FORM | | SAVE & SHARE | SAVE & CONTINUE |

Related Entities

Related Entity(ies) Information

This section will be blank for independent libraries with no branches assigned in EPC

Library systems derive their discount rate in part based on the student count from the school district in which the main branch is located. Fields with '*' next to them are not sortable.

Name ↑	Entity Number	FSCS Code*	Locale Code*	Urban/ Rural Status*	NIF*	Total square footage of library outlet*	Is this the main branch?*	School District in which the main branch is located*	School District Number in which the main branch is located*	Library Attributes*	Annexes*
Loganville Branch Library	209			Rural	Yes		No				View Annexes
Pioneer County Bookmobile	211			Rural	No	120	No			Public Library, Bookmobile	View Annexes
Pioneer County Public Library Main Branch	210			Rural	No	16000	Yes	School District 1	145	Public Library, Main Branch	View Annexes

If any information about branches is incorrect, you'll have to make notes in the narrative because EPC profiles were locked 1/16/19.

Annexes are mostly used by schools. I don't think any Kentucky libraries need to assign annexes.

AVE & CONTINUE

Discount Calculation

Requested Discount Calculation

More than 50 percent of your library outlets/branches

This discount rate has not been approved for the current year

Associated School District Full-time Enrollment	Associated School District NSLP Count	Associated School District NSLP Percentage	Library System Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
801	664	83%	Rural	90%	85%

HIDE ADDITIONAL INFORMATION

Entity Name	BEN	Urban/Rural Status	Main Branch?
Pioneer County Public Library Main Branch	210	Rural	Yes
Pioneer County Bookmobile	211	Rural	No

FCC Form 471 Help

Show Help

BACK   DISCARD FORM   SAVE & CONTINUE

Toggle the Show/Hide Additional Information button to see information about additional branch entities in your library system.

Example FRN: Internet Access under a new contract
Slides 53-72

Example of a funding request for monthly internet service under a new contract

Adding Funding Requests

FCC Form 471 - Funding Year 2019

Pioneer County Public Library System (BEN: 208) - FY 2019 Form 471 for Category One - Form # 191000036

Last Saved: 1/21/2019 7:41 PM EST

Basic Information	Entity Information	Funding Requests	Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

☐	FRN	↓	Nickname	Number of FRN Line Items	FRN Calculation
			You haven't created any Funding Requests (FRNs) yet. Click the "Add FRN" button to start creating your first FRN		

ADD FRN   EDIT FRN   REMOVE FRN

FCC Form 471 H

Show Help

Adding Funding Request Numbers (FRNs) is a two-step process: Add FRN, then Manage FRN Line Items.

BACK   DISCARD FOR...   SAVE & SHARE   REVIEW FCC FORM 471

Funding Request Key Information

On this page, you will select a nickname and the service type of the product and services that you are requesting

Funding Request Key Information

Please enter a Funding Request Nickname here ❓ *

Main Branch Internet 2019-2020

Enter a nickname for the FRN.

Is this Funding Request a continuation of an FRN from a previous funding year?

YES   **NO✓**

If this service is still under a contract that was listed on last year's Form 471, list that FRN.

Copy FRN

If you want to copy an existing Funding Request, select Copy FR

COPY FRN

The Copy FRN function works only with FRNs from FY 2016 and forward – you can copy everything from another FRN and make updates.

Service Type

What is the service type of the product and services that you are requesting?

Data Transmission and/or Internet Access   ▼

FCC Form 471 Help

Show Help

For Category One, the Service Type automatically displays Data Transmission and Internet Access. Voice Service no longer appears on the drop-down because that service type isn't eligible for E-rate discounts in FY 2019.

CANCEL   CONTINUE

FRN Contract

FCC Form 471 - Funding Year 2019

Pioneer County Public Library System (BEN: 208) - FY 2019 Form 471 for Category One - Form # 191000036

Last Saved: 1/21/2019 7:41 PM EST

Basic Information	Entity Information	**Funding Requests**	Certify

Next, you will identify the purchasing agreement type for the product and services you are requesting.

FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

CONTRACT ✓   TARIFF   MONTH-TO-MONTH

FCC Form 471 Help

Show Help

> **Choose whether the purchase of this service is Contract, Tariff, or Month-to-Month. If you choose Contract, you must add the relevant contract record to your library system's profile before continuing.**

BACK   CANCEL   CONTINUE

Associate a Contract (1/2)

Pioneer County Public Lib

Last Saved: 1/21/2019 7:41 PM EST

Basic Information

Next, you will associate a contract to your

∨ **Associate a Contract**

Search by Creating Organization BEN

| 208 |

Please note that BEN is a required field and you can use other search fields to narrow down your result.

Search by Contract ID

| |

Search by Nickname (All or Partial)

| pioneer county telecom |

Search by Contract No.

| |

> If you choose Contract, you must search through contracts added to your library system's profile. By default, you can click on search to see all contracts associated with the library system BEN. You may need to enter part of the contract nickname to filter the results.

CLEAR FILTERS   SEARCH

☑	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
☑	313	ABC123#	Pioneer County Telecom Internet for Main Branch 2019-2022	1/18/2019	208

> Check the box beside the appropriate contract, and the contract details will appear below – see next slide.

Associate a Contract (2/2)

When you check the box beside a contract from the search results, the Contract Summary will appear.

	Contract ID	Contract Number	Nickname	Award Date	Creating Organization BEN
☑	5313	ABC123#	Pioneer County Telecom Internet for Main Branch 2019-2022	1/18/2019	208

Contract Summary - Pioneer County Telecom Internet for Main Branch 2019-2022

Contract Number ABC123#

Establishing FCC #190000193
Form 470

Award Date 1/18/2019

Expiration Date (All 6/20/2024
Extensions)

Account Number 502-564-1728

Service Provider USAC Service Provider Organization 1 (SPIN: 14010001)

Includes Voluntary Yes
Extensions?

Remaining Voluntary 2
Extensions

Total Remaining 60
Contract Length

Pricing Confidentiality

There is no rule, statue, or other restriction which prohibits publication of the specific pricing information for this contract.

Contract Information (Additional)

What is the service start date? ❓ *

07/01/2019

Enter the date when services will start for this Funding Year

What is the date your contract expires for the current term of the contract? ❓ *

06/30/2022

At the bottom left, the service start date will automatically appear as 7/1/2019, the earliest date for service in Funding Year 2019; if relevant, update the service start date for contracts that start mid-year. At the bottom right, add the current contract expiration date (without voluntary extensions that haven't yet been exercised.)

UE

Fiber Request Key Information

Basic Information   Entity Information   **Funding Requests**   Certify

Next, you will designate whether this FRN includes a Fiber or Wireless Request.

Fiber Request Key Information

Does this FRN include a request for any of the following eligible broadband options?

- **Special construction.** One-time, upfront costs associated with building out leased lit fiber, leased dark fiber, or a self-provisioned network (i.e. special construction charges), or wireless service; and/or
- **Maintenance and operations.** Costs associated with the maintenance and operations for either a leased dark fiber or self-provisioned network; and/or
- **Network equipment.** Costs associated with the purchase of Network Equipment needed to make leased dark fiber or a self-provisioned network functional (e.g., modulating electronics and other equipment).

If any of the above apply, select "Yes" below.

Select "No" if you are only seeking support for the monthly rec_____service.

Notes:

- If you are seeking support for both the Special Constructio_____ase/IRU, or a wireless service then you create multiple FRNs. In each cas_____
- If you select "Yes" below, you should create separate FRNs_____ork Equipment are b_____, pursuant to a single contract for those produ_____

Y_S   **NO✓**

FCC Form 471 Help

Show Help

BACK   CANCEL

CONTINUE

> **You must indicate whether Category One Internet requests include special fiber construction charges, maintenance & operation costs for dark fiber or self-provisioned networks, or modulating electronics required to make dark fiber or self-provisioned networks functional. Most libraries will answer No to this question.**

Narrative

Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process. *

Monthly 200x200 Mbps fiber internet charges with 5 static IP addresses for Pioneer County Public Library Main Branch with $250 one-time installation fee

Enter a brief explanation for your request.
Example text says: *Monthly 200x200 Mbps fiber internet charges with 5 static IP addresses for Pioneer County Public Library Main Branch with $250 one-time installation fee*

Save & Continue returns you to the main Funding Requests page so you can add one or more line items to the FRN.

BACK   CANCEL

SAVE & CONTINUE

60

Manage FRN Line Items

FCC Form 471 - Funding Year 2019

Pioneer County Public Library System (BEN: 208) - FY 2019 Form 471 for Category One - Form # 191000036

Last Saved: 1/21/2019 10:30 PM EST

Basic Information	Entity Information	Funding Requests	Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	1999000051	Main Branch Internet 2019-2020	0	

ADD FRN EDIT FRN REMOVE FRN

> The second part of adding a funding request is to Manage FRN Line Items. Click on the funding request number in the FRN column.

FCC Form 471 H

Show Help

BACK DISCARD FORM

SAVE & SHARE REVIEW FCC FORM 471

Add New FRN Line Item

FCC Form 471 - Funding Year 2019

Pioneer County Public Library System (BEN: 208) - FY 2019 Form 471 for Category One - Form # 191000036

Last Saved: 1/21/2019 10:30 PM EST

Basic Information — Entity Information — **Funding Requests**

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and

FRN Line Items for FRN #1999000051 - Main Branch Internet 2019-2020

	FRN Line Item Number	↓	Function	Type of Product	Quantity	One-time Quantity	To
☐							

You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your

USAC provides a template for bulk uploads of line item information, but this function is used mostly by large school districts or consortia.

[ADD NEW FRN LINE ITEM] [REMOVE FRN LINE ITEM] [BULK UPLOAD]

FCC Form 471 Help

Show

Add as many line items for this service as needed. Many Category One FRNs will have only 1 line item.

[BAC] [SAVE & SHARE] [CONTINUE]

Product and Service Details

Basic Information　　　　Entity Information　　　　**Funding Requests**

Please enter Product and Service Details Information for this Data Transmission and/or Internet Access Line Item

Product and Service Details for new FRN Line Item for FRN #1999000051 2019-2020

Purpose ❓ *

- ⦿ Internet access service that includes a connection from any applicant site directly to the Internet Service Provider
- ○ Data Connection between two or more sites entirely within the applicant's network
- ○ Data connection(s) for an applicant's hub site to an Internet Service Provider or state/regional network where Internet a
- ○ Internet access service with no circuit (data circuit to ISP state/regional network is billed separately)

Function ❓ *

Fiber

Type of Connection *

Ethernet

FCC Form 471 Help

Show Help

CANCEL　　　　　　　　　　　　　　　　　　　　　　　　　　　　CONTINUE

Purpose: Most libraries will choose the 1st purpose which combines internet with transport. Libraries with a Wide Area Network (WAN) may choose the 2nd purpose for their transport circuit connecting branches.

Choose the Function and then Type of Connection. For new/upgraded service, the establishing FY 2019 Form 470 must have included a service request for the Function, '*Leased Lit Fiber (with or without Internet Access)*' in order to selection 'Fiber' as a Function on the Form 471.

See next slide for tables on internet/transport functions and types of connection.

Internet/Transport FRNs – Functions, Connections

Function	Types of Connection
Fiber	DS-1
	DS-3
	DS-4
	Dark Fiber (No Special Construction)
	Dark Fiber IRU (No Special Construction)
	OC-1
	OC-3
	OC-12
	OC-24
	OC-48
	OC-192
	OC-256
	OC-768
	Switched Multimegabit Data Service
	OC-N (TCM Fiber)
	Digital Subscriber Line (DSL)
	Ethernet
	MPLS

Function	Types of Connection
Copper	ATM
	ISDN-BRI
	Cable Modem
	T-1
	T-3
	T-4
	T-5
	Digital Subscriber Line (DSL)
	Ethernet
	Fractional T-1
	Frame Relay
	Switched Multimegabit Data Service

Function	Types of Connection
Other	Broadband Over Power Lines
	Radio Loop
	Other (enter Type of Connection)

Function	Types of Connection
Wireless	Microwave
	Satellite Service
	Data plan for portable device
	Wireless data service

Function	Types of Connection
Miscellaneous	Maintenance and Technical Support
	Installation, Activation, and Initial Configuration
	Taxes and USF Fees

Red text = most common options for Kentucky libraries

Bandwidth Speed

Please enter Bandwidth Speed Information for this Data Transmission and/or Internet Access Line Item

Bandwidth Speed for new FRN Line Item for FRN #1999000051 - Main Branch Internet 2019-2020

Bandwidth Download Speed *

200.000

Bandwidth Download Units *

Mbps

Bandwidth Upload Speed *

200.000

Please specify the upload speed if it is different than the download speed.

Bandwidth Upload Units *

Mbps

Burstable Bandwidth?

YES   NO ✓

Answer the question about burstable bandwidth (most libraries don't have this).

FCC Form 471 Help

Show Help

Enter the Bandwidth Speed and select the appropriate Units; most libraries will select Mbps (megabits per second). The form assumes that the download and upload speeds are the same, so you may need to update the Bandwidth Upload Speed.

BACK   CANCE   CONTINUE

Connection Information

Basic Information — Entity Information — **Funding Requests** — Certify

Please enter Connection Information for this Data Transmission and/or Internet Access Line Item

Connection Information for new FRN Line Item for FRN #1999000051 - Main Branch Internet 2019-2020

Is this a direct connection to a single school, library or a NIF for Internet access? ❓ *

Note: If the request is for direct connections, you will be required to allocate the total number of lines (monthly quantity) among the recipients listed for this line item.

[YES ✓] [NO]

Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a "Wide area network")? ❓ *

[YES] [NO ✓]

Does this include firewall services? *

[YES] [NO ✓]

> **Most libraries will answer No. This question asks whether your internet service provider handles firewall service (_not_ whether the library owns its own firewall appliance installed on the network).**

> **Most libraries will answer Yes to the 1st question and No to the 2nd question. You *cannot* answer Yes to both these questions.**
> **'Is this a direct connection...' = the building has its own line/circuit for internet**
> **'Is this a connection between eligible libraries' = WAN circuit between branches**

[CONTINUE]

66

Cost Calculation (1/2)

Cost Calculation for new FRN Line Item for FRN #1999000051 - Main Branch Internet 2019-2020

Monthly Cost	
Monthly Recurring Unit Cost	$625.00
Monthly Recurring Unit Ineligible Costs	$0.00
Monthly Recurring Unit Eligible Costs	= $625.00
Monthly Quantity	1
Total Monthly Eligible Recurring Costs	= $625.00
Months of Service	x 12
Total Eligible Recurring Costs	= $7,500.00

Total Eligible Recurring Costs = total monthly cost of all lines/circuits for this service

Notes on Monthly Cost fields:

Must complete ALL fields.

Monthly Recurring Unit Cost = total monthly internet/transport charge per line/circuit including static IP addresses, USF fee for internet, and Federal Access Recovery Charge (if applicable).

Monthly Recurring Unit Ineligible Costs = probably $0.00 since most internet/transport charges are eligible; the amount you enter in this field is subtracted from the amount in the field above

Monthly Quantity = the number of lines/circuits for this service

› More Help with the Costs Above

FCC Form 471 Help

Show Help

Click on 'More Help' to view definitions for each field.

BACK CANCEL

SAVE & CONTINUE

Cost Calculation (2/2)

Notes on One-Time Cost fields:

Must complete ALL fields.

One-time Unit Cost = for internet/transport service, this will be the full amount of the one-time installation fee; if your library isn't charged for installation, put $0.00

One-time Unit Ineligible Cost = probably $0.00; installation for internet/transport should be fully eligible; the amount you enter in this field is subtracted from the amount in the field above

One-time Quantity = If charged for installation, put 1 as the quantity; if not charged for installation, put 0

> More Help with the Costs Above
FCC Form 471 Help

Show Help

Click on 'More Help' to view definitions for each field.

0000051 - Main Branch Internet 2019-2020

One-Time Cost	
One-time Unit Cost	$250.00
One-time Ineligible Unit Cost	$0.00
One-time Eligible Unit Cost	= $250.00
One-time Quantity	1
Total Eligible One-time Costs	= $250.00
Summary	
Total Eligible Recurring Costs	$7,500.00
Total Eligible One-time Costs	+ $250.00
Pre-Discount Extended Eligible Line Item Cost	= $7,750.00

Pre-Discount Extended Eligible Line Item Cost = full, eligible cost of this service during FY 2019.

SAVE & CONTINUE

Select Recipients

Manage Recipients of Service

Is every entity for this organization receiving service?

YES | **NO ✓**

All Entities

Search by BEN

Please select the organizations you wish to include as recipients of service for this FRN and click the Add button. You can find all entities in a school district or library system by entering the district or system entity number in the field above.

	BEN	BEN Name
☑	210	Pioneer County Public Libr
☐	211	Pioneer County Bookmobi
☐	209	Loganville Branch Library

ADD

Selected Entities

	BEN	BEN Name

Library systems with multiple branches must indicate which branches are receiving the services listed on each line item. *If all branches will receive this service*, answer Yes to the first question and continue to the next page.

If not all branches will receive this service, then answer No to the first question, check the box beside the branch(es) to receive service, and then click the Add button. Those entities will then appear under Selected Entities.

Recipients of Service

Recipients of Service for FRN Line Item #1999000051.001

Pioneer County Public Library System (BEN: 208) - FY 2019 Form 471 for Category One - Form # 191000036

Last Saved: 1/22/2019 9:41 AM EST

| Basic Information | Entity Information | **Funding Requests** | Certify |

Next, you will review the Recipients Of Service selected for this line item. If any updates are needed, please go back to the previous page and update the selected Recipients of Service accordingly.

Recipients of Service for FRN Line Item #1999000051.001

BEN	Name	↑
210	Pioneer County Public Library Main Branch	

FCC Form 471 Help

Show Help

BACK   CANCEL

CONTINUE

The recipient(s) of service selected on the previous page will be listed. Click on Continue to return to the FRN Line Items page.

FRN Line Items Page

FCC Form 471 - Funding Year 2019

Pioneer County Public Library System (BEN: 208) - FY 2019 Form 471 for Category One - Form # 191000036

Last Saved: 1/22/2019 9:41 AM EST

| Basic Information | Entity Information | **Funding Requests** | Certify |

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

FRN Line Items for FRN #1999000051 - Main Branch Internet 2019-2020

	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	1999000051.001	Fiber	Ethernet	1	1	$7,750.00

ADD NEW FRN LINE ITEM **REMOVE FRN LINE ITEM** **BULK UPLOAD**

SAVE & SHARE **CONTINUE**

The line item page will show the total eligible charges requested for each line item; most Category One requests have only one line item, but you can add an another line item to the same FRN by clicking on the blue Add New FRN Line Item button. Click on Continue to return to the Funding Requests page.

Funding Requests Page

FCC Form 471 - Funding Year 2019

Pioneer County Public Library System (BEN: 208) -

Last Saved: 1/22/2019 9:41 AM EST

Basic Information   Entity Information

This page displays all of the funding requests for this application. From here you can

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	1999000051	Main Branch Internet 2019-2020	1	$6,975.00

ADD FRN   EDIT FRN   REMOVE FRN

SAVE & SHARE   REVIEW FCC FORM 471

Once you've completed the line item(s) for an FRN, the Funding Requests page will apply the appropriate discount rate to show how much funding is being requested for the FRN.

If you have more Category One funding requests to add to this application, click on the blue Add FRN button. To Edit FRN or Remove FRN, check the box beside the FRN in the Funding Requests grid, then select the appropriate button.

If all FRNs have been completed, click on Review FCC Form 471. See Review & Certification section starting with slide 109.

Example FRN: Internet Access under a Continuing Contract
Slides 73-85

Example of a funding request for internet access that continues from a contract approved in a previous E-rate Funding Year

Adding Funding Requests

FCC Form 471 - Funding Year 2019

Pioneer County Public Library System (BEN: 208) - FY 2019 Form 471 for Category One - Form # 191000036

Last Saved: 1/22/2019 9:41 AM EST

Basic Information — Entity Information — **Funding Requests** — Certify

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	1999000051	Main Branch Internet 2019-2020	1	$6,975.00

ADD FRN   EDIT FRN   REMOVE FRN

FCC Fo

Show Help

Adding Funding Request Numbers (FRNs) is a two-step process: Add FRN, then Manage FRN Line Items.

BACK   DISCARD FORM

SAVE & SHARE   REVIEW FCC FORM 471

74

Funding Request Key Information

Basic Information   Entity Information   **Funding Requests**   Certify

On this page, you will select a nickname and the service type of the product and services that you are requesting

Funding Request Key Information

Please enter a Funding Request Nickname here ❓ *

Internet continuing contract

Enter a nickname for the FRN.

Is this Funding Request a continuation of an FRN from a previous funding year? *

YES   NO

Skip the question about continuation of a previous FRN for now.

Copy FRN

If you want to copy an existing Funding Request, select Copy FRN below. Note that if an FCDL has been issued for the FRN, the approved version of the FRN will be copied.

COPY FRN

Service Type

What is the service type of the product and se...

Data Transmission and/or Internet Access

Clicking on Copy FRN will take you to a page where you can search for the previous FRN. All the details from the previous FRN will be added to the form. You can make updates if needed, but this feature saves you time if the service is still under contract and no changes in service have been made.

FCC Form 471 Help

Show Help

CANCEL   CONTINUE

75

Copy FRN: Search

To search for an FRN to copy into this year's form, you'll need to know the FRN number or the Form 471 # it appeared on. Searching by FRN Number is more exact – you're less likely to select the wrong FRN to copy.
PRO TIP: After typing the FRN Number, highlight and then copy the number so you can paste it again in a moment.

Basic Infor...

To search for the FRN yo...

Search for FRN

Search by FCC Form 471

Search by FRN Number

1899000137

CLEAR FILTERS   SEARCH

Select an FRN

*

☑	FCC Form 471 ↓	FRN Number	FRN Nickname	Service Type	Service Provider Name
☑	181000137	1899000137	Main internet	Data Transmission and/or Internet Access	USAC Service Provider Organization 1

FCC Form 471 Help

Show Help

Check the box beside the FRN you want to copy, then click on continue.

BACK   CANCEL

CONTINUE

Copy FRN – Pop-Up Warning

Pioneer County Public Library System (BEN: 208) - FY 2019 Form 471 for Category One - Form # 191000036

Last Saved: 1/22/2019 9:41 AM EST

If you continue, FRN data will copy and may take up to one minute to complete. Do you wish to continue?

NO   YES

Basic Information   Certify

To search for the FRN you wish to copy, please ente[r]   [e]nter both the application number and the FRN.

Search for FRN

Search by FCC Form 471   **Search by FRN Number**

[   ]   [1899000137   ]

CLEAR FILTERS   SEARCH

Select an FRN
*

You'll receive a pop-up warning to let you know that it will take up to one minute for the FRN to copy to this year's form. Click on Yes to continue.

☑   FCC Form 471

☑   181000137

FCC Form 471 Help

Show Help

BACK   CANCEL   CONTINUE

Copy FRN – Wait to Refresh

FCC Form 471 - Funding Year 2019

Pioneer County Public Library System (BEN: 208) - FY 2019 Form 471 for Category One - Form # 191000036

Last Saved: 1/22/2019 9:41 AM EST

Basic Information	Entity Information	Funding Requests	Certify

FRN is copying and may take up to one minute to complete. Please hit refresh to check if FRN copy is complete.

REFRESH

While the FRN is being copied to the form, you'll see a spinning circle. Wait about 20 seconds before you click on Refresh. If you click too soon, EPC will start the copy process again and you'll have to wait.

Copy FRN – Successful

FCC Form 471 - Funding Year 2019

Pioneer County Public Library System (BEN: 208) - FY 2019 Form 471 for Category One - Form # 191000036

Last Saved: 1/22/2019 9:41 AM EST

Basic Information   Entity Information   **Funding Requests**   Certify

FRN has been successfully copied.

Program rules prohibit the funding of duplicate services, which means different funding requests cannot contain services that provide the same functionality to the same population in the same location during the same period of time.

Your FRN has been copied in your current FCC Form 471. As you navigate through the FRN, you must review all of the copied data. Please keep in mind:

- To the extent that the current year form does not have the same fields as the form you are copying, the data will not be copied.
- Copy FRN will not copy Service Start and Service End Dates. When entering these Start and End dates, please ensure that the Recipients of Service and the appropriate cost in the line items are correct if the months of service are different from the original FRN.
- Copy FRN will copy all Recipients of Service. Please make sure that the Recipients of Service associated with each line item are valid for the current Funding Year.

You can now edit the copied FRN.

CONTINUE

After clicking on Refresh, you'll see the notice above if the FRN was copied successfully. IMPORTANT: You'll need to update the Service Start Date and Service End Date, and you'll need to make sure the charges and Recipients of Service on each line item are correct. Click on Continue.

Back to Funding Request Key Info

| Basic Information | Entity Information | Funding Requests | Certify |

On this page, you will select a nickname and the service type of the product and services that you are requesting.

Funding Request Key Information

Please enter a Funding Request Nickname here ❓ *

Internet continuing contract

Is this Funding Request a continuation of an FRN from a previous funding year?

[YES✓] [NO]

Previous Year FRN Number *

1899000137

Service Type

What is the service type of the product and services that you are requesting?

Please delete all line items for this Funding Request if you wish to modify the Service Type

Data Transmission and/or Internet Access ▼

The question about FRN continuation will match what was entered on the previous year's form. You can change the answer to Yes and enter the FRN Number for last year's FRN.

Once the previous FRN is copied to the form, the answer to the question about the Service Type is filled automatically. Click on Continue.

[CANCEL]   [CONTINUE]

FRN Contract

FCC Form 471 - Funding Year 2019

Pioneer County Public Library System (BEN: 208) - FY 2019 Form 471 for Category One - Form # 191000036

Last Saved: 1/22/2019 9:41 AM EST

Basic Information   Entity Information   **Funding Requests**   Certify

Next, you will identify the purchasing agreement type for the product and services you are requesting.

FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

CONTRACT ✓   TARIFF   MONTH-TO-MONTH

FCC Form 471 Help

Show Help

BACK   CANCEL

The purchase type—Contract—will already be checked since this information was pulled from the previous FRN. Click on Continue.

CONTINUE

81

Update Service Start/Contract Dates

SEARCH FOR CONTRACTS

Contract Summary - Pioneer County Internet 20

Contract Number	52816
Establishing FCC Form 470	#180000322
Award Date	1/15/2018
Expiration Date (All Extensions)	6/30/2023

Remaining Voluntary Extensions 2

Total Remaining Contract Length 60

> **The summary for the contract on the copied FRN will appear automatically.**

Pricing Confidentiality

There is no rule, statue, or other restriction which prohibits publication of the specific pricing information for this contract.

Contract Information (Additional)

What is the service start date? ❓ *	What is the date your contract expires for the current term of the contract? ❓ *
07/01/2019	06/30/2021

Enter the date when services will start for this Funding Year

> **Enter the service start date and current contract expiration.** On the left, the Service Start Date should be 7/1/2019 for the beginning of Funding Year 2019 recurring services. On the right, enter the contract expiration for the current term. Note in this example that the contract expiration does not reflect the possible later expiration date if one or more voluntary extensions are exercised.

Fiber Request Key Information

Pioneer County Public Library System (BEN: 208) - FY 2019 Form 471 for Category One - Form # 191000036

Last Saved: 1/22/2019 9:41 AM EST

Basic Information	Entity Information	Funding Requests	Certify

Next, you will designate whether this FRN includes a Fiber or Wireless Request.

Fiber Request Key Information

Does this FRN include a request for any of the following eligible broadband options?

- **Special construction.** One-time, upfront costs associated with building out leased lit fiber, ...d/or
- **Maintenance and operations.** Costs associated with the maintenance and operations for ...
- **Network equipment.** Costs associated with the purchase of Network Equipment needed ... equipment).

If any of the above apply, select "Yes" below.

Select "No" if you are only seeking support for the monthly recurring costs for either a leased lit ...eless service.

Notes:

- If you are seeking support for both the Special Construction, Maintenance and Operation, ...ber lease/IRU, or a wireless service then you create multiple FRNs. In each case, you will select a different answ...
- If you select "Yes" below, you should create separate FRNs for special construction charges ...Network Equipment are bundled pursuant to a single contract for those products/services, you may use the Ne...

YES NO✓

FCC Form 471 Help

Show Help

BACK CANCEL CONTINUE

> The question about special construction, self-provisioning, and dark fiber will already be answered 'No' since the copied FRN didn't include those services. Click on Continue.

Narrative

Basic Information   Entity Information   **Funding Requests**   Certify

Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process. *

Monthly fiber internet for main branch and 5 static IP addresses

Please note that the main branch will move to a new location in December 2019 123 Example Way, Boonesburg, KY 41700

Cli...
add...

FC

Show Help

Update the narrative field, if needed. Remember to make notes if entity profile updates should be made. Save & Continue.

BACK   CANCEL   SAVE & CONTINUE

84

Funding Requests Page

Basic Information   Entity Information

This page displays all of the funding requests for this application. From

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN numb

	FRN ↓	Nickname		
☐	1999000056	Internet continuing contract		
☐	1999000051	Main Branch Internet 2019-2020	1	$6,975.00

BEST PRACTICE: Click on the FRN Number to go to the line item page. Review each line item, particularly checking for one-time fees like installation that should be removed for the 2nd, 3rd, etc. years of the contract.

ADD FRN   EDIT FRN   REMOVE FRN

**If you have more Category One funding requests to add to this application, click on the blue Add FRN button.
To Edit FRN or Remove FRN, check the box beside the FRN in the Funding Requests grid, then select the appropriate button.**

SAVE & SHARE   REVIEW FCC FORM 471

If all FRNs have been completed, click on Review FCC Form 471. See Review & Certification section starting with slide 109.

Example FRN: Bookmobile Hotspot (cellular data) service paid month-to-month
Slides 86-108

Adding Funding Requests

| Basic Information | Entity Information | Funding Requests | Certify |

This page displays all of the funding requests for this application. From here you can create a new FRN, or edit or delete an existing one.

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	1999000056	Internet continuing contract	1	$16,200.00
☐	1999000051	Main Branch Internet 2019-2020	1	$6,975.00

ADD FRN   EDIT FRN   REMOVE FRN

FCC Form 471 Help

Show Help

BACK   DISCARD F(

Adding Funding Request Numbers (FRNs) is a two-step process: Add FRN, then Manage FRN Line Items.

SAVE & SHARE   REVIEW FCC FORM 471

Funding Request Key Information

Funding Request Key Information

Please enter a Funding Request Nickname here ❓ *

Bookmobile hotspot

Enter a nickname for the FRN.

Is this Funding Request a continuation of an FRN from a previous funding year?

YES   **NO ✓**

For services paid month-to-month, answer No to this question.

Copy FRN

If you want to copy an existing Funding Request, select Copy FRN below. Note that if an FCDL has been issued for the FRN, the approved version of the FRN will be copied.

COPY FRN

The Copy FRN function works only with FRNs from FY 2016 and forward – you can copy everything from another FRN and make updates.

Service Type

What is the service type of the product and services that

Data Transmission and/or Internet Access ▾

FCC Form 471 Help

Show Help

The Service Type will automatically display the only option or Category one – Data Transmission and/or Internet Access.

CANCEL   CONTINUE

FRN Contract

Basic Information — Entity Information — **Funding Requests** — Certify

Next, you will identify the purchasing agreement type for the product and services you are requesting.

FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

| CONTRACT | TARIFF | MONTH-TO-MONTH ✓ |

FCC Form 471 Help

Show Help

BACK   CANCEL   CONTINUE

Choose whether the purchase of this service is Contract, Tariff, or Month-to-Month. If you choose Month-to-Month, you'll enter more details about the service provider and bidding process.

89

Establishing FCC Form 470 (1/2)

Pioneer County Public Library System
191000036

Last Saved: 1/22/2019 11:36 PM EST

Basic Information | Entity Info

Next, you will associate an FCC Form 470 to your purchasing agreement. Please search for a form below and select one to associate it to the purchasing agreement.

Establishing FCC Form 470

How many bids were received? *

2

Enter the number of bids that you received for this product or service.

Was an FCC Form 470 posted for the product and/or services you are requesting?

YES ✓ | NO

Use the search tool below to find the establishing FCC Form 470.

Remember that the services in the contract had to be posted on the FCC Form 470.

Remember you cannot file your Form 471 before the Allowable Contract Date.

> Enter the number of bids received for the service being requested, then check yes to indicate that a Form 470 was posted for this Funding Year.

Establishing FCC Form 470 (2/2)

By default, Search FCC Forms 470 is set to loop up 470s associated with the library system BEN, but you may need to enter a nickname to narrow the results. Click on Search.

Search FCC Forms 470

Search by FCC Form 470 Number

Search by Nickname (Partial or Full)

hotspot

Search by BEN

208

CLEAR FILTERS   SEARCH

	FCC Form 470 Number	Nickname ↑	Funding Year	BEN	BEN Name	Allowable Contract Date	Service Type
☐	170001644	2017 Bookmobile Data (Phone + Hotspot) Example	2017	208	Pioneer County Public Library System	12/15/2016	Internet Access and/or Telecommunications
☐	170002204	2017 phone and hotspot	2017	208	Pioneer County Public Library System	3/8/2017	Internet Access and/or Telecommunications
☑	190000195	Funding Year 2019 Form 470 for Bookmobile Hotspot (Cellular Data) Service	2019	208	Pioneer County Public Library System	12/18/2018	Data Transmission and/or Internet Access
☐	18000030?	FY 2018-19 Bookmobile Cellular Data (Hotspot or Phone) Example	2018	208	Pioneer County Public Library System	1/1/2018	Internet Access and/or Telecommunications

FCC Form 471 Help

Show Help

BACK   CANCEL

Check the box beside the Form 470 on which the request for service was made, then click on Continue.

CONTINUE

Service Provider

Basic Information | Entity Information | Funding Requests | Certify

Next, you will associate a service provider to your purchasing agreement. Please search for a provider below and s...

Service Provider

Account Number (e.g., billed telephone number)

502-564-1728 001

If your service provider has given you one or more Account Numbers, please enter them

Enter the account number for this service if you know it already.

Use the search tool below to find the establishing service provider

Search Service Providers

Search by SPIN | **Search by Name (Full or Partial)**

14010003 |

CLEAR FILTERS | SEARCH

	SPIN	Name	Doing Business As	State
☑	14010003	USAC Service Provider Organization 3		VA

BA... | CONTINUE

Search for the service provider – using the Service Provider Identification Number (SPIN) is best. Check the box beside the correct result and click on Continue.

Dates for Month-to-Month Services

Next, you will identify the start and end dates for the services you are requesting.

Dates

What is the service start date? ❓ *

07/01/2019

Enter the date when services will start for this Funding Year

When will the services end? *

06/30/2020

BACK   CANCEL   CONTINUE

By default, EPC will list the service start date for Funding Year 2019 FRNs as 7/1/2019. To cover the entire funding year, list the date for end of service as the last date for recurring services in Funding Year 2019: 6/30/2020.

Pricing Confidentiality

Next, you will identify any pricing confidentiality restrictions for the product or services you are requesting.

Pricing Confidentiality

Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract?

YES **NO ✓**

There should not be any restrictions on publishing the pricing. Click on No and then Continue.

BACK CANCEL   CONTINUE

Fiber Request Key Information

Basic Information   Entity Information   **Funding Requests**   Certify

Next, you will designate whether this FRN includes a Fiber or Wireless Request.

Fiber Request Key Information

Does this FRN include a request for any of the following eligible broadband options?

- **Special construction.** One-time, upfront costs associated with building out leased lit fiber...d/or
- **Maintenance and operations.** Costs associated with the maintenance and operations for...
- **Network equipment.** Costs associated with the purchase of Network Equipment needed...equipment).

If any of the above apply, select "Yes" below.

Select "No" if you are only seeking support for the monthly recurring costs for either a leased li...eless service.

Notes:

- If you are seeking support for both the Special Construction, Maintenance and Operatio...ber lease/IRU, or a wireless service then you create multiple FRNs. In each case, you will sele...different ans...
- If you select "Yes" below, you should create separate FRNs fo...special construction charges...Network Equipment are bundled pursuant to a single contract for th...se products/services, you may use the Ne...

YES **NO ✓**

> You must indicate whether Category One Internet requests include dark fiber, self-provisioning, or special construction charges. For bookmobile hotspot service, click on No.

FCC Form 471 Help

Show Help

BACK   CANCEL   CONTINUE

95

Narrative

Narrative

Provide a brief explanation of the products and services that you are requesting, or provide any other relevant information regarding this Funding Request. You should also use this field to describe any updates to your entity data, such as revised student counts, entity relationships, etc, that you were unable to make after the close of the Administrative filing window for profile updates. These changes will be addressed during the application review process. *

Unlimited monthly hotspot service used only on the library bookmobile for performing circulation and providing patron Wi-Fi on the bookmobile route

Cli[...] begin
ad[...]

F[...]

Sh[...]

Enter a brief explanation for your request. For bookmobile cellular data requests, make sure to include in the narrative that the service will be used only on the bookmobile. Click on Save & Continue to return to the Funding Requests page.

BACK   CANCEL   SAVE & CONTINUE

Manage FRN Line Items

Add New FRN Line Item

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

FRN Line Items for FRN #1999000057 - Bookmobile hotspot

☐	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
	You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.					

[ADD NEW FRN LINE ITEM]   [REMOVE FRN LINE ITEM]   [BULK UPLOAD]

FCC Form 471 Help

Show Help

[BACK] [DISCARD FORM]   [SAVE & SHARE] [CONTINUE]

Add as many line items for this service as needed. Most Category One requests will have only 1 line item.

Product and Service Details

Basic Information   **Entity Information**

Please enter Product and Service Details Information for this Data Transmission and/or Inter

Product and Service Details for new FRN Line Item for FRN #1999000057 - Bookmobile hotspot

Purpose ❓ *

- 🔘 Internet access service that includes a connection from any applicant site directly to the Internet Service Provider
- ⚪ Data Connection between two or more sites entirely within the applicant's network
- ⚪ Data connection(s) for an applicant's hub site to an Internet Service Provider or state/regional network where Internet access service is billed separately
- ⚪ Internet access service with no circuit (data circuit to ISP state/regional network is billed separately)

Function ❓ *

Wireless ▼

Type of Connection *

Data plan for portable device ▼

FCC Form 471 Help

Show Help

For bookmobile hotspot service, choose the 1st option under Purpose.

Choose Wireless as the Function

For Type of Connection, choose Data plan for portable device.

CANCEL   CONTINUE

99

Bandwidth Speed

Please enter Bandwidth Speed Information for this Data Transmission and/or Internet Access Line Item

Bandwidth Speed for new FRN Line Item for FRN #1999000057 - Bookmobile hotspot

Bandwidth Download Speed *

10.000

Bandwidth Download Units *

Mbps   ▾

Bandwidth Upload Speed *

1.000

Please specify the upload speed if it is different than the download speed.

Bandwidth Upload Units *

Mbps   ▾

FCC Form 471 Help

Show Help

Burstable Bandwidth?

| YES | **NO ✓** |

> **Enter the bandwidth speed and select Mbps as the unit. Most cellular data plans offer between 5 to 15 Mbps download speed and 1 Mbps upload speed. Answer no to the question about burstable bandwidth.**

BACK   CANCEL

CONTINUE

100

Bandwidth Speed

Please enter Bandwidth Speed Information for this Data Transmission and/or Internet Access Line Item

Bandwidth Speed for new FRN Line Item for FRN #1999000057 - Bookmobile hotspot

Bandwidth Download Speed *

10.000

Bandwidth Download Units *

Mbps   ▾

Bandwidth Upload Speed *

1.000

Please specify the upload speed if it is different than the download speed.

Bandwidth Upload Units *

Mbps   ▾

Burstable Bandwidth?

YES   **NO ✓**

> **Answer the question about burstable bandwidth (most libraries don't have this).**

FCC Form 471 Help

> **Enter the bandwidth speeds and select Mbps as the unit. Most cellular data plans offer between 5 to 15 Mbps download speed and 1 Mbps upload speed. The form assumes that the download and upload speeds are the same, so you may need to update the Bandwidth Upload Speed.**

CONTINUE

Connection Information

Please enter Connection Information for this Data Transmission and/or Internet Access Line Item

Connection Information for new FRN Line Item for FRN #1999000057 - Bookmobile hotspot

Is this a direct connection to a single school, library or a NIF for Internet access? ❓ *

Note: If the request is for direct connections, you will be required to allocate the total number of lines (monthly quantity) among the recipients listed for this line item.

YES ✓   NO

Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a "Wide area network")? ❓ *

YES   **NO ✓**

Does this include firewall services? *

YES   **NO ✓**

> **This question asks whether your internet service provider handles firewall service for you. Answer no.**

FCC Form 471

Show Help

> **For bookmobile hotspots:**
> **Yes to the first question about a direct connection, and No to the question about wide area networks.**

BACK   CANCEL   CONTINUE

Cost Calculation (1/2)

Cost Calculation for new FRN Line Item for FRN #1999000057 - Bookmobile hotspot

Monthly Cost	
Monthly Recurring Unit Cost	$40.01
Monthly Recurring Unit Ineligible Costs	$0.00
Monthly Recurring Unit Eligible Costs	= $40.01
Monthly Quantity	2
Total Monthly Eligible Recurring Costs	= $80.02
Months of Service	x 12
Total Eligible Recurring Costs	= $960.24

Notes on Monthly Cost fields:
Must complete ALL fields.
Monthly Recurring Unit Cost = monthly data charge per hotspot or smartphone plan, including static IP addresses, USF fee for internet, and Federal Access Recovery Charge (if applicable).
Monthly Recurring Unit Ineligible Costs = probably $0.00 for hotspot service; the amount you enter in this field is subtracted from the amount in the field above
Monthly Quantity = the number of hotspots for service to the bookmobile

Total Eligible Recurring Costs = total monthly cost of all lines/circuits for this service

›More Help with the Costs Above

FCC Form 471 Help

Show Help

Click on 'More Help' to view definitions for each field.

BACK   CANCEL   SAVE & CONTINUE

Cost Calculation (2/2)

Notes on One-Time Cost fields:

Must complete ALL fields.

One-time Unit Cost = This would be the full amount of the one-time installation fee; most libraries will be $0.00

One-time Unit Ineligible Cost = probably $0.00; installation for any internet/transport should be fully eligible; the amount you enter in this field is subtracted from the amount in the field above

One-time Quantity = If charged for installation, put 1 as the quantity; if not charged for installation, put 0

000057 - Bookmobile hotspot

One-Time Cost	
One-time Unit Cost	$0.00
One-time Ineligible Unit Cost	$0.00
One-time Eligible Unit Cost	= $0.00
One-time Quantity	0
Total Eligible One-time Costs	= $0.00

Summary	
Total Eligible Recurring Costs	$960.24
Total Eligible One-time Costs	+ $0.00
Pre-Discount Extended Eligible Line Item Cost	= $960.24

> More Help with the Costs Above

FCC Form 471 Help

Show Help

Pre-Discount Extended Eligible Line Item Cost = full, eligible cost of this service during FY 2019.

Click on 'More Help' to view definitions for each field.

SAVE & CONTINUE

104

Select Recipients

Manage Recipients of Service

Is every entity for this organization receiving service?

YES **NO ✓**

Library systems with multiple branches must indicate which branches are receiving the services listed on the FRN. If all branches are receiving the service, answer Yes to the first question and continue to the next page.

All Entities

Search by BEN

Please select the organizations you wish to include as recipien... system entity number in the field above.

For libraries with multiple branches: answer No to the first question, then check the box beside the bookmobile branch entity (or the entity number for the branch the bookmobile operates from), and then click the Add button. The selected entity will then appear under Selected Entities.

	BEN	BEN Name
☐	210	Pioneer County Public
☑	211	Pioneer County Bookm
☐	209	Loganville Branch Library

ADD

Selected Entities

	BEN	BEN Name
☐		
	No items available	

Recipients of Service

Next, you will review the Recipients Of Service selected for this line item. If any updates are needed, please go back to the previous page and update the selected Recipients of Service accordingly.

Recipients of Service for FRN Line Item #1999000057.001

BEN	Name	↑
211	Pioneer County Bookmobile	

FCC Form 471 Help

Show Help

BACK   CANCEL   CONTINUE

The recipient(s) of service selected on the previous page will be listed. Click on Continue to return to the FRN Line Items page.

106

FRN Line Items Page

Basic Information | Entity Information | Funding Requests | Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

FRN Line Items for FRN #1999000057 - Bookmobile hotspot

	FRN Line Item Number ↓	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
☐	1999000057.001	Wireless	Data plan for portable device	2	0	$960.24

ADD NEW FRN LINE ITEM | REMOVE FRN LINE ITEM | BULK UPLOAD

FCC Form 471 Help

Show Help

BACK | DI...

The line item page will show the total eligible charges requested for each line item; most Category One requests have only one line item. Click on Continue to return to the Funding Requests page.

SAVE & SHARE | CONTINUE

107

Funding Requests Page

FCC Form 471 - Funding Year 2019

Pioneer County Public Library System (BEN: 208) -

Last Saved: 1/23/2019 12:57 AM EST

Basic Information   Entity Information

This page displays all of the funding requests for this application. From here you can

Funding Requests

To create or update specific FRN Line Item(s), please click on the FRN number hyperlink.

	FRN ↓	Nickname	Number of FRN Line Items	FRN Calculation
☐	1999000057	Bookmobile hotspot	1	$864.22
☐	1999000056	Internet continuing contract	1	$16,200.00
☐	1999000051	Main Branch Internet 2019-2020	1	$6,975.00

ADD FRN   EDIT FRN   REMOVE FRN

FCC Fo

Show Help

BACK | SAVE & SHARE | REVIEW FCC FORM 471

> Once you've completed the line item(s) for an FRN, the Funding Requests page will apply the appropriate discount rate to show how much funding is being requested for the FRN.

> Now that all FRNs have been added, click on Review FCC Form 471. This will generate a link on your Tasks list so that you can reopen the form and download the draft PDF.

Review & Certification
Slides 109-115

Proceed to create draft PDF

Reopen Form 471 from Tasks

From the Tasks list in the bright blue bar at the top of E-rate Productivity Center, click on the link for Review PDF for FCC Form 471 to reopen the form.

Let KDLA review your form

FCC Form 471 - Funding Year 2019

Pioneer County Public Library System (BEN: 208)
Form # 191000036

Last Saved: 1/23/2019 12:57 AM EST

Please download and carefully review this FCC Form 471 before certifying.

Download Document Link

USAC_FCC_FORM_471_APPLICATION_191000036_DRAFT

☑ By checking this box, I certify that the information in the PDF document above is correct.

FCC Form 471 Help

Show Help

Click on the blue Document Download Link to review a PDF draft of your Form 471. Attach the file to an email and send it to lauren.abner@ky.gov for review.

Once you're positive that the form is correct, check the box below the download link and click on Continue to Certification.

EDIT FORM

SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

If you find errors in the draft PDF, click on Edit Form to return to the beginning of the form and make changes.

Certifications & Budget

You must check the boxes for all certifications. Only library-specific certifications will be shown.

You must enter the amount of your non-E-rate eligible technology budget. You want it to be larger than the total applicant non-discount share of the eligible amount.

Applicant Certifications

☑ I certify that the entities listed in this application are eligible for support [...] administrative agency under the Library Services and Technology Act of [...] from any schools, including, but not limited to, elementary, secondary sc[...]

☑ I certify that the entity I represent or the entities listed on this applicati[...] computers, training, software, internal connections, maintenance, and e[...] the aforementioned resources are not eligible for support. I certify that [...] resources to pay the discounted charges for eligible services from funds [...] pay the non-discount portion of the cost of the goods and services to the[...]

Total Funding Summary

Below is a summary of the total line item costs on this FCC Form 471:

Summary	
Total funding year pre-discount eligible amount on this FCC Form 471	$5,180.00
Total funding commitment request amount on this FCC Form 471	$3,222.00
Total applicant non-discount share of the eligible amount	$1,958.00
Total budgeted amount allocated to resources not eligible for E-rate support	$40,000.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	$41,958.00
Are you receiving any of the funds directly from a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year?	No ▼
Has a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year assisted you in locating funds needed to pay your non-discounted share?	No ▼

☑ I certify an FCC Form 470 was posted and that any related RFP was made available for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted were carefully considered and the most cost-effective service offering was selected, with price being the primary factor considered, and is the most cost-effective means of meeting educational needs and technology goals.

ANSWER NO TO BOTH THESE QUESTIONS or your funding could be denied!!!

Certify

I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.

I certify that I will retain required documents for certification) after the later of the last day of the audited pursuant to participation in the school Commission rules regarding the application for available to USAC.

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

the rules in effect at the time of this ed funding request. I acknowledge that I may be to demonstrate compliance with the statute and nts, and that if audited, I will make such records

I certify that I am authorized to order telecomm to submit this request on behalf of the eligible correct to the best of my knowledge, that the e the program, that no kickbacks were paid to a U.S.C. §§ 502, 503(b), or fine or imprisonment

NO | **YES**

this application. I certify that I am authorized t all of the information on this form is true and lied with the terms, conditions and purposes of feiture under the Communications Act, 47 s of the False Claims Act.

I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities listed on this application, or any person associated in any way with my entity and/or the entities listed on this application, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.

I certify that if any of the Funding Requests in FCC Form 471 are for discounts for products or services that contain both eligible and ineligible components, that I have allocated the eligible and ineligible

I certify that the non-discount portion of FCC Form 471 are net of any rebates or supported service, of free services or p services.

After you click on Certify, you'll see a pop-up that asks if you understand the consequences of making false statements on federal forms and that asks you affirm that you have the authority to make these certifications for your library.

osts of eligible services featured on this e, the provision, by the provider of a e or all of the cost of the supported

FCC Form 471 Help

Show Help

BACK

CERTIFY

Certifier Confirmation

Certification Confirmation

Pioneer County Public Library System (BEN: 208) - FY 2019 Form 471 for Category One - Form # 191000036

Last Saved: 1/23/2019 1:21 AM EST

Basic Information	Entity Information	Funding Requests	Certify

You have successfully filed FCC Form 471 #191000036 for FY 2019

Certification Date

1/23/2019 1:21 AM EST

Authorized Person

Name	Lauren Abner
Title	KDLA Technology Consultant
Employer	Pioneer County Public Library System
Address	100 Main Street Boonesburg, KY 40069
Phone	502-564-1728
Email	library.system10.user1@mailinator.com

Please click here to access your certified FCC Form 471 PDF

FCC Form 471 Help

> **Print the Certifier Confirmation page for your records, then click on Close. If you don't close the Certifier Confirmation page, you'll periodically receive email reminders about this as a pending Tasks in E-rate Productivity Center.**

> **This link will take you directly to the Summary page for the FCC Form 471. However, if you navigate there immediately after certifying, the generated PDF copy of the certified Form 471 won't yet be available.**

CLOSE

After You've Certified
Slides 116-126

FCC Forms and Post-Commit Requests

My Landing Page

Training
Universal Service
Administrative Co.

Scroll Down

To print the final PDF copy of the Form 471, return to My Landing Page and scroll to the bottom section for FCC Forms and Post-Commitment Requests.

˅ FCC Forms and Post-Commitment Requests

⦿ FCC Forms
◯ Post-Commitment Requests

Form Type | FCC Form 471 ▾
Funding Year | 2019 ▾

Change the Form Type drop-down to FCC Form 471 and the Funding Year to 2019. In the results, click on the Application Number to go the form's Summary Page.

Application Number	Nickname	Funding Year	Status	Certified Date
191000036	FY 2019 Form 471 for Category One	2019	Certified	1/23/2019 1:21 AM EST

Download Final PDF copy

Records / FCC Forms 471

FY 2019 Form 471 for Category One - #191000036

Summary   Funding Requests   Revie

Incomplete   Certified

Review Status   Awaiting Initial Revi

∨ **Application Information**

Reminder: E-rate retention rules require you to keep all E-rate documents for 10 years after the last date for service in the funding year. Funding Year 2019 paperwork must be kept until at least June 30, 2030 (or September 30, 2030 for Category Two).

Scroll Down

From the Summary page for your Form 471, click on the Original Version link at the bottom to download and print the final PDF copy that shows the certifications.

FCC Form 471 Generated Documents

FCC Form 471 Version

Original Version

118

Receipt Acknowledgement Letter (1/2)

Records / FCC Forms 471

FY 2019 Form 471 for Category One - #191000036

Summary   Funding Requests   Review Inquiries   Discount Calculation   Entity Information   **News**   Related Actions

E-rate Productivity Center This Receipt Acknowledgement Letter (RAL) is an acknowledgement that USAC has received Pioneer County Public Library System's FCC Form 471 - 191000036 for Funding Year 2019 on 1/23/2019. Each service provider featured on this form will also be notified of the information submitted for the service provider.

It is important that you review this form now to make sure the listed on your FCC Form 471 are correct and complete, and if n corrective action as soon as possible. You are allowed to corre not others. For fields that allow a correction, you will be able to field directly. To determine what corrections are allowed and Ministerial and Clerical Errors" on our website.

NEXT STEPS
- Gather the documentation you used to complete your form a NSLP numbers, list of entities receiving services, **...More**

FY 2019 Form 471 f... c...   #208 - Pioneer County ...

4 hours ago   🔒   Comment   More Info ▾

Use the horizontal menu to switch from the Summary tab to the mini News feed for your Form 471. The only entry will be for the Receipt Acknowledgement Letter (RAL) – you won't get a paper copy. Click on the time stamp at the bottom left of the entry. The time stamp may say, "A moment ago", or "x hours ago" on the day you file the Form 471.

An entry for the RAL will also appear in the general News feed tab in the bright blue menu bar at the top of EPC.

Receipt Acknowledgement Letter (2/2)

Print the full view of the Receipt Acknowledgement Letter (RAL) the same way you print a normal webpage; use File>Print in your browser menu, or tap Ctrl+P on your keyboard to open your printer prompt.

You can ignore the Funding Request report link at the bottom; it opens search opens for certified Form 471 entries.

RAL Modification Requests (1/2)

- **Some mistakes on the Form 471 may be corrected before USAC issues a funding commitment. These changes are called RAL Modification Requests, and they may be made after you receive the Receipt Acknowledgement Letter (RAL) but before funding is committed. Such corrections include:**
  - Simple data entry errors such as transposed letters and numbers, misplaced decimal points
  - Incorrect citations: Contract #, 470 #, urban/rural status
  - Edits to information about eligible entities

RAL Modification Requests (2/2)

To submit a Modification Request, navigate to your certified Form 471 from My Landing Page. On the horizontal menu, click on Related Actions, then Submit Modification Request (RAL). Contact the KDLA Technology Consultant for assistance.

PIA Application Review

- **Program Integrity Assurance (PIA) may request additional documentation to determine whether your application complies with E-rate rules, including:**
  - **Eligibility of library branches listed on your application**
  - **Eligibility of the products and services listed on your funding request(s)**
  - **Your competitive bidding process, including your adherence to the 28 calendar day posting requirement**

- **Email notices will direct you to the E-rate Productivity Center to view and respond to questions. You have 15 days to reply to PIA requests. If you need help, contact lauren.abner@ky.gov. I receive notices if you don't reply after the first week.**

See next page for example PIA request email

PIA Request Email

From: portal@usac.org [mailto:portal@usac.org] On Behalf Of ▓▓▓▓▓▓▓▓
Sent: Friday, April 20, 2018 11:55 AM
To: ▓▓▓▓▓ <▓▓▓▓@pcplibrary.org>
Subject: 1810▓▓▓ - E-rate Review Information

E-rate Review Information

Today's Date: 4/20/2018
Response Due Date: 5/7/2018
Contact Name: ▓▓▓▓▓▓
Applicant Name: ▓▓▓▓▓▓▓▓▓ PUB LIBRARY
FCC Form 471 Application Number: 1810▓▓

Dear Applicant

We are in the process of reviewing your Funding Year 2018 FCC ▓▓▓▓▓▓ ts
below. Please note that EPC allows you to begin working on your ▓▓▓▓▓▓ s before
submitting your answers. Click "Submit" only when you have an▓▓▓▓

- Eligibility of Products and Services
Click here to respond to inquiries

USAC Homepage

If you have any questions as you work through your responses to ▓▓▓▓▓▓▓▓ use
e-mail to submit your responses to the PIA review inquiries. USA▓▓▓▓▓▓▓ d in
EPC. Again, please be sure to provide complete responses to all ▓▓▓▓▓▓▓▓▓▓
Extension" button, located at the top of the "Review Inquiries" page in EPC. Your first extension request will be automatically granted, and you will receive an additional seven days to respond. Be

2018 example email with links to view application review questions in EPC. The subject line will say something like, 'E-rate Review Information', and will include the Form 471 #.

124

Funding Commitments

- **Based on previous years, USAC will begin releasing funding in waves a few weeks after the Form 471 filing window closes. Once a Form 471 is reviewed, USAC will issue a Funding Commitment Decision Letter (FCDL) indicating which FRNs were funded and in what amounts.**
    - **Applicants receive a PDF copy by email when FCDLs are issued. FCDL can also be accessed again through My Landing Page in the E-rate Productivity Center. You will NOT receive a paper copy of the FCDL for FY 2019.**
    - **After receiving an FCDL, applicants must file a Form 486 to make CIPA certifications before any funding can be released for invoicing. The FY 2019 Form 486 may be available immediately after funding waves begin.**

Document retention – save it all!

- Save **everything** related to E-rate filing. The document retention period is **10 years from the last date for service in the funding year**.
  - FCC Forms
  - Any correspondence from USAC or the FCC.
  - Copies of all responsive bids (not just the winning bid)
  - Contracts or agreements with service providers
  - Copies of bid evaluation form/decision process for choosing winning bid
  - Invoices and proof of delivery, service, etc.

Wrap-Up
Slides 127-131

Resources

- KDLA's E-rate page
  - https://kdla.ky.gov/librarians/programs/e-rate/Pages/default.aspx

  USAC Schools & Libraries homepage
  - www.usac.org/sl

- USAC Client Service Bureau
  - 1-888-203-8100 or through your E-rate Productivity Center account

- E-rate Central
  - https://e-ratecentral.com/

Sign up for KYTECH LISTSERV®

- **For Library Technology Support Staff:**
  - KYTECH is a monitored discussion list devoted to those who work with technology for their library. By using this LISTSERV®, individuals from around the state will have the chance to ask questions, share ideas, voice concerns, and make valuable contacts all through their e-mail.
  - TO SUBSCRIBE: Send a blank message to: **join-kytech@listserv.ky.gov**
- **E-rate updates and reminders are posted to KYTECH**

Archived Recording

In the next week, the recording of this presentation will be posted on the KDLA Archived Webinars page:

https://kdla.ky.gov/librarians/staffdevelopment/kdlaarchivedwebinars/Pages/default.aspx

For E-rate questions or for assistance with filing forms, please contact KDLA.

Lauren Abner
Technology Consultant
lauren.abner@ky.gov
(502) 564-1728

Please complete KDLA's survey for this webinar:
https://www.surveymonkey.com/r/ErateForm471forCategoryOneFundingYear2019

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